

COE POLICIES and PROCEDURES UNDERGRADUATE

Revised April 2010

Policies:

1) Praxis Due Dates Beginning Fall 2008

- a) **Praxis I – Must be passed by November 1* to be admitted into January** field experiences (i.e., Growth & Learning K-3/B-5, Practicum A, Teaching and Learning A, Curriculum & Assessment, and Junior Field)
- Praxis I – Must be passed by April 1* to be admitted into September** field experiences (i.e., Growth & Learning K-3/B-5, Practicum A, Teaching and Learning A, Curriculum & Assessment, and Junior Field)

**Passing scores must be on file in the Student Services Center by the close of EARLY REGISTRATION (November for the Spring and April for the Fall).*

Praxis II – Must be taken and passed by end of August to be admitted into January (Spring) Clinical Practice

Praxis II – Must be taken and passed by end November to be admitted into September (Fall) Clinical Practice⁺

*** Passing scores must be on file in the Student Services Center when the application for Clinical Practice is submitted.*

⁺Health and Physical Education and Subject-Matter Science, Math, Art, Special Education and Foreign Language candidates must see their advisors for additional information.

2) Application Due Dates

Clinical Practice Applications

- **Fall** applications will be accepted from November 21 to December 21
- **Spring** applications will be accepted from August 21 to September 21
- **Blended Special Education Endorsement (Combined or Extended) candidates must follow the above application due dates.**

Special Education Endorsement Applications (Post Bac/Alternate Route Students ONLY)

- **Fall** applications will be accepted from February 1 to March 1
- **Spring** applications will be accepted from August 21 to September 21
- **Summer** applications will be accepted from January 1 to January 31

Education Minor – Application for Admission and Transition from Minor to Major

- **Fall** applications for the Education Minor will be accepted from February 1 to March 1
- **Spring** applications for the Education Minor will be accepted from October 1 to November 1

**Students must apply in person in the Student Services Center on the 2nd floor of Education Hall during regular business hours.*

**If the ending application date falls on a weekend or holiday, applications will be accepted on the following business day.*

**Applications may be downloaded during the application period only.*

**Late applicants must pay a late fee of \$100 and file an appeal with the Student Services Center Appeals Committee.*

***Education Minor ONLY: Praxis I scores must be attached to the major application. Students who are not going into the major are not required to take the Praxis I Exam.*

Procedures:

3) Processing Student Requests to Take More than 18 Hours

- a) Student must have a GPA of 3.0 or higher.
- b) Advisor will ascertain in writing the rationale/reasons for the overload request and how the student plans to do the extra work.
- c) Student will fill out a Course Overload Request Form.
- d) Advisor will meet with the student.
- e) Advisor will attach student's rationale/reasons for the request.
- f) Student will sign form.
- g) Advisor will sign form and add any comments if necessary.
- h) Advisor will send to Associate Dean for approval.

4) Overrides and Waivers

- a) No Advisor (except the HES Advisor) is to sign a course override (which would allow a student to register for a closed course).
- b) COE Advisors will sign prerequisite waivers for these reasons only:
 - Pending transfer credit
 - Unknown registration problems

- c) When an override or waiver is written, a specific CRN must be included.
- d) No prerequisite waivers will be signed for non-matriculated students.
- e) Any other waiver requests should be sent to the appropriate Department Chair.
- f) Any student who is waived by Teacher Ed, HPE, or Sp Ed must notify the Office of Field Experience via e-mail on the day the student is registered.

5) Removing Candidates at Benchmark Points***

- a) Advisors evaluate students' transcripts at program benchmarks. (If a student has any D's, F's or Incompletes, missing PRAXIS scores, omitted required courses, any negative dispositional evaluations++, and/or below-mark GPAs at a benchmark evaluation, he or she cannot proceed to the next level of Education classes.)
- b) Advisors will forward a list of ineligible students to Department Chairs, their secretaries, OFE, and the Director of SSC for removal by May 30th for Fall and upon receipt of final grades for Spring semester or no later than January 8.
- c) It is the Department Chair's responsibility (or the Department Chair's designee's responsibility) to notify the students of their removal from courses via e-mail to the student's Rowan e-mail address.
- d) Advisors will send a courtesy email to the students informing them of their current status with suggestions as to how to alter their schedules on drop/add dates.

****Between benchmarks, it is the Department Chair or Department Chair Designee's responsibility to notify students of removal due to D/F/Inc course grades (Education courses only), keeping the advisors in loop of communication.*

++*This requires that professors submit scores (on the appropriate spreadsheet) from dispositional forms at the same time that grades are submitted. When a professor is aware that a candidate is in jeopardy of not meeting a benchmark, it is requested that he or she communicates this in writing with the candidate's advisor immediately.*

6) Teacher Education Student Appeals Committee

- a) A Teacher Education Student Appeals Committee will be established by the Department Chair to hear all student requests for exceptions to benchmark requirements.
- b) Members will be:
 - o Department Chair (or Assistant Chair)
 - o Director of Student Services Center
 - o Advisor Coordinator and/or Program Representative (faculty member)
 - o Associate Dean (*ex officio*) when possible
 - o Advisor (*ex officio*) when possible
- c) The Department Chair will convene the committee to meet no later than the second week of July for Fall semester and no later than one week prior to the beginning of the Spring semester to review and hear appeals for all courses except Clinical Practice. Clinical Practice hearings will be held no later than the fourth week in October for Spring and the second week of January for Fall.
- d) Procedure
 - i) Advisors will submit a list of ineligible students to the Department Chair, her secretaries, OFE, and the Director of SSC by November 10th for Spring and May 30th for Fall.
 - ii) On or before November 20th for Spring and June 15th for Fall, the Teacher Education secretary must e-mail letters containing the Student Appeals Form to the ineligible students' Rowan e-mail addresses.
 - iii) All appeals must be submitted (using the Student Appeals Form) to Teacher Education secretary as soon as the candidate learns of ineligibility or no later than December 5 for the Spring and not later than July 1 for Fall semester.
 - iv) Committee members will read the formal appeal during the second week of July, seek information from all involved parties, then have the Teacher Education secretary to contact candidates for hearing dates and times, if necessary. Not all appeals will require a hearing.
 - v) Dates for hearings will be the first week of January for Spring and the third week of July for Fall.
 - vi) At the hearing, the candidate will be allowed to present his or her case.
 - vii) After the hearing, the Committee will deliberate. No decisions will be made until deliberation is complete.
 - viii) The Teacher Education secretary will notify the candidates of the outcomes of the hearings within two business days.
 - ix) Candidates who do not submit a written appeal (using the Student Appeals Form) by the due date will not be granted a hearing.

7) Student Advising Files

- a) Student advising files (for COE programs) will be stored in the Student Services Center.
- a) When any university faculty or any university administrators contact advisors (via email, phone, memo, or face-to-face conversation) concerning a candidate's dispositions/performance, this information becomes a part of the official file unless otherwise directed by the faculty member.

8) Student Fees

- a) All declared education major, minor, and post baccalaureate students will be charged a \$50 Education Student Fee each fall and spring they are registered. Students will not be charged this fee for summer.

Updated 4/15/10